

APHIS Annual Agreements Meeting

Day 1 – Tuesday, April 8, 2008

*All presentations in the FDA Auditorium
5100 Paint Branch Parkway College Park, MD*

Time	Activity	Speaker
8:00 – 8:20	Check in	
8:20 – 8:45	Opening Remarks	Mr. Kevin Shea, APHIS Assistant Administrator Dr. Gregory Parham, MRPBS Deputy Administrator
8:45 – 9:30	USDA Departmental Update ❖ <i>Implementation of The Federal Funding Accountability and Transparency Act of 2006</i> ❖ <i>Grants.gov</i> ❖ <i>Lean Six Sigma Grants Process (GMLOB)</i>	Mr. Matthew Faulkner, Office of the Chief Financial Officer
9:30 – 10:00	Relations with Historically Black Colleges & Universities and Hispanic Serving Institutions	Mr. Ken Johnson, Office of the Administrator
10:00 – 10:45	Tribal Relations	Ms. Christina Jewett, National Program Manager for Native American Program Delivery and Tribal Liaison. Plant Protection and Quarantine
10:45 – 11:00	Legislative and Public Affairs <i>How Agreements can impact our National message.</i>	Mr. Ed Curlett, Public Affairs Specialist, Legislative and Public Affairs
11:00 – 11:45	Cooperative Agreement Reviews <i>What to look for and how to prepare.</i>	Aretha Johnson, MRPBS- FMD Review and Analysis Branch
11:45 – 12:00	Recap of Morning Introduction of Lunchtime Exercise	Kelly Huszar
12:00 – 1:30	Lunch	
2:00 – 3:15	Exercise and Discussion of Cooperative Agreement Review Exercise	Anita Ridley & Kelly Huszar MRPBS-FMD-FSB- Agreement Services Center
3:15-4:00	Grants.Gov Announcement Process	Eileen Berke, MRPBS-FMD-FSB- Agreement Services Center

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Day 2 – Wednesday, April 9, 2008

USDA Riverdale Offices - Training Room 1

Time	Activity	Speaker
8:15-8:30	Day Two Check in	
8:30-9:30	Civil Rights Training from CREC	TBA
9:30-9:45	Break	

After the break we will return to begin the “working portion” of the meeting. Attendees have requested discussion of many topics and we will do our best to cover all of them in the time allotted, and have breaks as necessary.

1. Status of the APHIS Agreements Manual
2. Communication from the ASC
 - a. Federal Assistance Feature
 - b. Bimonthly Conference Calls
3. OGC Determinations from the past year
4. General Responsibilities
 - a. Authorized Departmental Officer
 - b. Authorized Departmental Officer's Designated Representative
 - c. Agreement Specialist
 - d. Agreement Services Center
5. Interagency Agreements
6. International Agreements
7. Technology Transfer Agreements
 - a. Cooperative Research and Development Agreements
 - b. Material Transfer Agreements
 - c. Nondisclosure Agreements
8. Cooperative Agreements & Grants
 - a. How is the standard agreement language developed?
 - b. Indirect Costs
 - c. The Hatch Act
 - d. The Funding Source
 - i. *Single Year Funding vs. Multi Year Funding Vs. No Year Funding (Agreements with annual funds - Do's and Don'ts for time periods spanning fiscal years)*
 - e. Construction
 - f. Pre-award Costs
 - i. *explain what pre-award costs are to include, the limitations of a pre-award, procedures for requesting/approving a pre-award, and the impact a pre-award has on the performance period in Notice of Award.*
 - g. Budget revisions and programmatic changes
 - i. *requirements for APHIS prior notification and approval*
 - h. Define "sensitive" equipment for the purposes of agreements relative to ACMS
 - i. No cost extensions - What's allowed and what's not
 - j. Monitoring and Close-out Procedures